

# **CONTINUING EDUCATION COURSE APPROVAL APPLICATION INSTRUCTIONS**

## **GENERAL INFORMATION**

Hearing aid dispensers licensed in California must complete 9 hours of continuing education each calendar year. A minimum of 6 hours must be related to hearing aid technology and a maximum of 3 hours may be in ethics and/or business practices.

All courses must be submitted and approved by the Hearing Aid Dispensers Bureau to qualify for California continuing education credit. Please refer to the Hearing Aid Dispensers Bureau's Continuing Education Course Provider Guidelines for complete information. The omission of any of the required information may delay approval of the course.

Once a course is approved, it may be offered any number of times within the calendar year, providing that the same speakers and topics are used. Additional dates and locations must be submitted to the office in writing.

## **APPLICATION PROCEDURE**

By regulation, the application must be received by the Hearing Aid Dispensers Bureau at least 45 days before the date of the first offering of the course. Applications received after the deadline cannot be considered. Please be aware that the approval process takes approximately 4 weeks to complete.

Each course of a program requires a separate application and \$50 non-refundable fee. One application and fee covering several unrelated courses will be returned as incomplete.

Example:	Digital Hearing Aids	3 hours
	CICs	3 hours
	Ethics in Hearing Aid Dispensing	3 hours

This program is considered 3 separate "courses" and requires 3 applications and \$150 fee.

Example:	Digital Hearing Aids	9 hours
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This program is considered one "course" and requires 1 application and \$50 fee.

## **ATTENDANCE LIST**

An attendance list must be submitted to the Bureau upon completion of the course. The attendance list must be printed or type written and include the participant's name, hearing aid dispenser license number and number of continuing education hours. Ethics and/or business practices hours must be listed separately from hearing aid technology hours.

## **COMMON ERRORS WHICH DELAY APPROVAL**

- Incomplete applications - All questions on the application must be answered. The appropriate fee must be submitted with the application(s).
- Sketchy outlines of course content - Course descriptions must be detailed and include specific time schedules including break times if applicable.
- No resume for instructors - A resume or vita describing each instructor's qualifications is required.
- No method of evaluation form - An evaluation form or questionnaire to be completed by the participants must be included.
- Incomplete attendance list - The list must be printed or typed and include the participant's name and hearing aid dispenser license number.

## CONTINUING EDUCATION COURSE APPROVAL APPLICATION

**Continuing Education Application Procedure:**

**Form:** File completed Continuing Education Course Approval Application with Hearing Aid Dispensers Bureau no later than 45 days before the date of the first offering of the course. Each separate course/subject of a program requires an application and fee.

**Fee:** A non-refundable application fee of \$50.00 must accompany each application.

**Processing Time:** The approval process will take approximately 5 weeks.

Provider Name:		Telephone Number:	
Address: Number and Street		City	State      Zip Code
Contact Person		Telephone Number:	Email Address:
Course Title:		Course Date(s):	
Course Location(s):			
Number of Hours:	Maximum Number of Participants:	Open to all hearing aid dispensers? Circle One Yes                      No	
Method of Instruction: <i>Lecture, Video, Tape, Correspondence</i>			
Goals and Objectives of Course:			

Course Description: *Provide a summary on the topic - a minimum of one paragraph*

Course Content: *Outline form; indicate the number of hours and specific time schedule including break times  
If applicable*

Instructors: *Resumes required*

- a.
- b.
- c.
- d.

Evaluation Method: *Attach evaluation form or testing instrument*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Information and Collection Access*

*The information in this application is mandatory and is maintained by the Bureau in accordance with the Business & Professions Code, Title 16, Division 2, Chapter 7.5, Section 3300 et seq. Failure to provide all or any part of the requested information will result in the application being rejected as incomplete. Each individual has the right to review the files or records maintained on them by this agency subject to the provisions of the Information Practices Act.*

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